

**Legal Notice
Town of Granby
Invitation to Bid**

The Town of Granby requests bids from qualified contractors to renovate portions of the Granby Police Department Dispatch area.

The Invitation to Bid may be obtained on the Town website at www.granby-ct.gov.

An electronic copy of all proposals should be emailed to Betsy Mazzotta bmazzotta@granby-ct.gov. An original, printed proposal must also be sent to:

Town of Granby
Attn: Betsy Mazzotta
Granby Police Dispatch Renovation
15 North Granby Road
Granby, CT 06035

Bids will be accepted until 12:00 p.m. on Wednesday, June 25, 2025, at which time they will be opened and read aloud. No bids submitted after this time will be accepted.

Addenda to this invitation to bid will be posted on the Town website. Respondents are responsible for checking the website.

All bidders are required to attend a walkthrough of the dispatch center on Thursday, May 29 at 10:00 a.m. at the Granby Police Department, 15 North Granby Road, Granby, CT.

The Town reserves the right to amend or terminate this invitation to bid, reject any or all bids, in whole or in part, to award any item, group of items, or total proposal, and to waive informality or technical defects, if it is deemed to be in the best interest of the Town.

The Town of Granby is an Affirmative Action/Equal Opportunity Employer.

May 21, 2025

THE TOWN OF GRANBY, CT – REQUEST FOR PROPOSAL (RFP)

Department of Public Works

Police Department Dispatch Renovation

RFP Issued May 21, 2025



GENERAL INFORMATION & BACKGROUND

The Town of Granby is seeking bids from qualified companies for the demolition and renovation of the dispatch center at the Granby Police Department. This project is part of the overall radio communications upgrades and will be coordinated with the technical work to be completed by Marcus Communication. Phase I will include the demolition of the current dispatch center and Phase II will include rebuilding the work area.

Companies responding to this Request for Proposal (RFP) should have extensive experience and qualifications in the areas of demolition and construction outlined in the Scope of Services.

The company must provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification.

SCOPE OF WORK

The contractor shall be responsible for all building permits, materials and labor required to complete the work as outlined in the scope of work. The contractor will be responsible for the complete demolition and renovation of the dispatch area including, but not limited to the following:

Phase I: Demolition

- Remove sheetrock and strip identified walls down to the studs.
- Remove wallpaper and prepare additional walls for painting.
- Remove interior window and build new wall, sheetrock and prepare for painting.
- Remove ceiling tiles, cabinets, carpet, glue and base molding.
- Remove sink, faucets, cabinets and countertops in dispatch kitchenette area.
- Remove all demolition and debris with an approved Town vendor.

Phase II: Renovation

- Sheetrock, tape, sand and paint new walls.
- Install new ceiling tiles.
- Install new kitchen cabinets, countertop, sink and faucets in the dispatch center kitchenette.

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SUBMISSION REQUIREMENTS

Submissions from contractors must include the following:

- Company Profile
- Previous Experience
- Technical Proposal
- Financial Proposal
- Compliance Documents
- Project Team

EVALUATION CRITERIA

Proposals will be evaluated based on the following requirements and criteria:

- The ability to provide a minimum of 3 client references for whom the contractor has provided similar services.
- The ability to show cost effectiveness and clarity of the financial proposal.
- The ability to work within the Town's schedule and timeline for the project.
- Adherence to submission requirements and regulatory compliance requirements.
- Qualifications of the project team.

MANDATORY WALKTHROUGH

All potential bidders are required to attend a walkthrough of the dispatch center on Thursday, May 29 at 10:00 a.m. at the Granby Police Department, 15 North Granby Road, Granby, CT.

QUESTIONS AND CLARIFICATIONS

All questions about this RFP must be directed in writing by Wednesday, June 4, 2025, to Betsy Mazzotta by e-mail at bmazzotta@granby-ct.gov. Questions and answers will be posted on the Town of Granby website with the original RFP posting by Monday, June 9, 2025.

TERMS AND CONDITIONS

The Town Manager, acting on the behalf of the Town of Granby, reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of

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the Town of Granby. All submitted proposals become the property of the Town of Granby and will not be returned.

The Town will evaluate and consider all responsive proposals received. It should be noted that the contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the best interest of the Town. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award.

PROCESS

All contractors interested in being considered for this contract must submit one (1) printed, original proposal as well as an electronic copy.

Proposals will be accepted until 12:00 p.m. on Wednesday, June 25, 2025, by the Town of Granby, Department of Public Works, 52 North Granby Road, Granby CT 06035. All proposals must be clearly marked on the outside of the envelope with: “Granby Police Department Dispatch Center Renovation”. The electronic submission can either be submitted on a flash drive with the printed proposal or sent via email to Betsy Mazzotta at bmazzotta@granby-ct.gov

Any addenda to the RFP will be posted on the Town’s website by Wednesday, June 11, 2025. All respondents are responsible for checking the Town’s website for the presence and content of all addenda.

Proposals received by the Town will be reviewed for completeness and clarity. They will be evaluated in accordance with the Proposal Evaluation Criteria and the bidders to be interviewed will be determined. A decision on an award is anticipated within two weeks of receipt of the proposals.

GENERAL REQUIREMENTS

Reservation of Rights

The Town reserves the right to waive informalities or to reject any or all proposals when such action is deemed to be in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. Respondents are directed to be certain that they understand the terms and conditions as specified in this RFP. All exceptions of the respondent to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. It will be expected that all remaining terms and conditions expressed herein are acceptable and shall govern any resulting contract.

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The Town reserves the sole right to reject proposals that contain exceptions which are unacceptable. In order to provide the requested services to the Town, the respondent must be able to demonstrate the expertise and flexibility necessary to successfully complete this project. All items related to the selection of the contractor for this award shall be completed to the satisfaction of the Town Manager. The Town shall not be responsible for any expenses incurred in preparing and submitting a response to this Request for Proposals. The Town further reserves the right to request information from individual respondents and to negotiate fees and/or other terms and conditions.

NONDISCRIMINATION

The firm shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental health disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Granby.

INSURANCE REQUIREMENTS

The awarded Respondent shall be responsible for maintaining insurance coverage in force for the duration of the contract of the kinds and amounts listed below, with an insurance company with an AM Best Rating of A-VIII or better, licensed to write such insurance in the State of Connecticut and acceptable to the Town of Granby.

The insurer shall provide the Town of Granby with Certificates of Insurance, on a form acceptable to the Town, signed by an authorized representative of the insurance company prior to the commencement of performance of this award describing the coverage and providing that the insurer shall give the Town of Granby written notice of at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the Respondent's responsibility under this award.

The Respondent, at the Respondent's own cost and expense, shall procure and maintain all insurances required and shall include the Town of Granby as an Additional Insured on all such insurance, except Workers' Compensation coverage. The Certificate of Insurance shall provide evidence of all required insurances, including Additional Insured and Waivers of Subrogation. The Respondent shall also provide its policy endorsement indicating the Town of Granby as an additional insured.

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1. Workers' Compensation Insurance. The awarded Respondent shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of Five Hundred Thousand Dollars (\$500,000.00) coverage for each accident, Five Hundred Thousand Dollars (\$500,000.00) coverage for each employee by disease, Five Hundred Thousand (\$500,000.00) policy limit coverage for disease.

2. Commercial General Liability. With respect to all operations which awarded respondent performs, it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for each site or project for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. Each annual aggregate limit shall not be less than Three Million Dollars (\$3,000,000.00). The limit may be provided through a combination of primary and umbrella/excess liability policies acceptable to The Town of Granby. Blanket Contractual Liability for liability assumed under this Agreement.

3. Automobile Liability. With respect to each owned, non-owned, or hired vehicles, the awarded Respondent shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00).

4. Excess Liability Coverage. With respect to the coverage provided by the awarded Respondent for this Project, excess liability insurance will be provided in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and annual aggregate basis.

5. Professional Liability. One Million Dollars (\$ 1,000,000.00) coverage per occurrence for each site or project for all damages arising out of bodily injury, personal injury, and property damage.

6. Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the Town of Granby. All deductibles or self-insured retentions are the sole responsibility of the awarded Respondent to pay and/or to indemnify.

7. Errors and Omissions Insurance. The awarded Respondent shall provide and maintain Errors and Omissions Insurance with minimum limits of \$2,000,000 per occurrence/annual aggregate. The policy shall not have a deductible greater than \$50,000.00.

The Town of Granby shall be named as "Additional Insured." Coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation in favor of the Town of Granby is required on all applicable policies, including workers' compensation. If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the

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completion date of the Contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the Contract for two (2) years from the completion date.

DEFENSE, HOLD HARMLESS AND INDEMNIFICATION

The successful proposer agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Town, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the “Town Indemnified Parties”), from and against all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses and expenses, including attorney’s fees, arising out of or relating, directly or indirectly, to the successful proposer’s malfeasance, misconduct, negligence or failure to meet its obligations under the RFP or the Contract. The successful proposer’s obligations under this section shall not be limited in any way by any limitation on the amount or type of the successful proposer’s insurance. Nothing in this section shall obligate the successful proposer to indemnify the Town Indemnified Parties against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town Indemnified Parties. In any and all claims against the Town Indemnified Parties made or brought by any employee of the successful proposer, or anyone directly or indirectly employed or contracted with by the successful proposer, or anyone for whose acts or omissions the successful proposer is or may be liable, the successful proposer’s obligations under this section shall not be limited by any limitation on the amount and type of damages, compensation or benefits payable by the successful proposer under workers’ compensation acts, disability benefit acts, or other employee benefits acts. The successful proposer shall also be required to pay any and all attorney’s fees incurred by the Town Indemnified Parties in enforcing any of the successful proposer’s obligations under this section, which obligations shall survive the termination or expiration of this RFP and the Contract. As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the successful proposer.

These insurance requirements are not meant to be construed as a limitation of liability. The parties agree that the amounts of insurance under this Agreement do not, in any way, limit the Respondent’s liability to the Town of Granby by virtue of this promise to indemnify and hold the Town of Granby harmless so that in the event of any settlement of a claim or a judgment in an amount in excess of the amount of insurance coverage carried by the awarded Respondent, the Respondent shall be liable to the Town of Granby for the difference, plus all fees and expenses incurred in collecting same, all at the Respondent’s sole cost.

FREEDOM OF INFORMATION

All proposals and any related submittals to the Town are subject to the requirements of the State of Connecticut Freedom of Information Act, regardless of whether they are marked as confidential,

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proprietary, or in any other manner. By the act of submitting a bid, bidders agree that they will be subject to Connecticut General Statutes Section §1-200 et seq.

AWARD

The Town intends, but is not required, to make an award as a result of this RFP. The award will be made to one vendor who is capable of completing the project or may subcontract the project. In all cases, the awarded vendor will be responsible for the completion of all the work no matter how the project was contracted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements including CHRO. MBEs/WBEs/SBEs are encouraged to apply.

WORK PRODUCT OWNERSHIP

All work products provided to the Town following award become the property of the Town upon receipt. The Town of Granby is not responsible for any costs incurred in the preparation of the response to this request.

**THE TOWN OF GRANBY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER.**